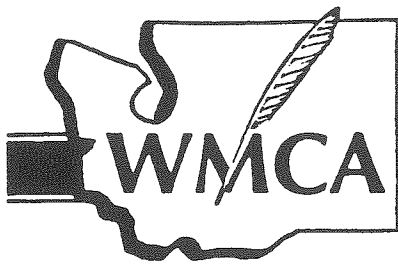


NEWSLETTER

JUNE 1987



Washington Municipal Clerks Association

PRESIDENT'S MESSAGE

Greetings from your President who hasn't yet recovered from three conferences in a row: our WMCA Conference in Tacoma, the British Columbia Municipal Officers annual meeting, and the IIMC Conference in Ft. Worth. I've enjoyed the experiences, and will share the details with you in a more "wordy" message in the next newsletter.

For now, let me direct you to other articles in this newsletter to learn of the success of our Spokane in '88 Conference Committee's reception of Ft. Worth delegates. We have an exiting task before us during the next year, and I'm sure the Core Committee and WMCA Coordinating Committee on the Spokane Conference are up to it.

Allow me to introduce your WMCA Officers and Board members for the coming term:

First Vice-President
Regina Williams, CMC

Second Vice-President
Debra Symmonds, CMC

Secretary
Marie O'Connell, CMC

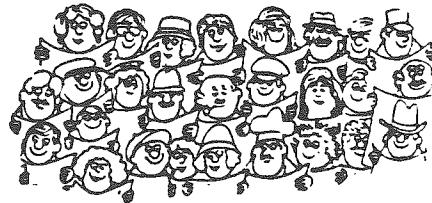
Treasurer
Nacelle Heuslein, CMC

Board Members
Gayla Gjertsen, CMC
Marilyn Montgomery, CMC
Mary Hollis, CMC
Pam Olsen, CMC
Janice Perry, CMC
Leslie Smith, CMC

Ex-Officio Board Member
David Grove, CMC

I'll be making committee appointments in the near future. Watch for them in the next issue of this newsletter. In the meantime, get your summer off to a good start--enjoy the news of our association that follows!

Jim Neher, CMC
WMCA President



A NOTE FROM YOUR 1ST V.P.

Well, I think things are finally getting back to normal (whatever normal is) after our conference in April and the IIMC Conference in May. Ft. Worth was a very gracious host. I, as well as other clerks who attended from our state, have brought back numerous ideas that will help to make our IIMC Conference in Spokane in 1988 the biggest and best ever. The WMCA IIMC Conference Committee and the Spokane Core Committee have begun planning of the 1988 Conference and will be holding several meetings within the next year. Mr. John Hunnewell,

IIMC Executive Director, met with us during our conference in April, and Marilyn Montgomery tells me that he will be meeting with us again in July. If you wish to help with the conference or have ideas regarding workshops and/or speakers, entertainment, spouse activities, etc., please contact Marilyn or me.

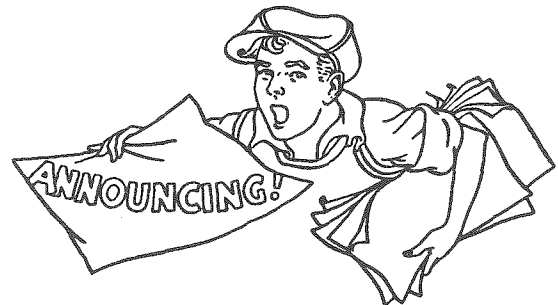
A special thank you goes to Mr. Hartly Kruger, President of the Spokane Convention Bureau. The 1988 Spokane Conference reception held in Ft. Worth was a huge success. It received rave reviews from all who attended. The dedication and commitment made by Mr. Kruger and his staff to the 1988 Conference is greatly appreciated. Their support is highly commendable.

A special thanks also goes to Mr. Jeffrey Martin. Mr. Martin, a painter from Union Gap, was generous enough to donate one of his original paintings to our organization. The painting was raffled off in Ft. Worth and won by Mrs. Edy Campbell of Berkeley, California. The \$379.00 made on the painting will be placed in the 1988 IIMC Conference Fund. Thank you Jeffrey!

I know it has been said before, but I feel it bears repeating. Attendance at an IIMC Conference is extremely rewarding, both professionally and personally. The availability and wide range of topics on the conference program promises to offer something for everyone. Not only will you have the opportunity to discuss our profession with Clerks from all over the United States and Canada, you will also meet Clerks from several foreign countries. The overseas delegation that attended the Ft. Worth was the largest ever, and everything indicates that the delegation will be even larger in Spokane. Don't miss the

chance to meet Clerks from Africa, New Zealand, Australia, Holland, Israel, the United Kingdom, and the list goes on. If you are not a member of IIMC, PLEASE, JOIN NOW and plan to attend the Spokane Conference. You will not regret the decision to attend. To my knowledge, no state, province, our county, other than Hawaii, has ever had 100% attendance at an IIMC Conference. Help us reach that goal. Remember--**YES YOU CAN IN SPOKANE!!!** (Ed. Note: More exciting 1988 Conference news in the next article from Marilyn Montgomery, Host Clerk.)

Regina Williams, CMC
WMCA 1st Vice President



LOCAL VOTERS' PAMPHLET

On May 19, 1987 City Clerks from King County met with Jane Hague, Manager of the King County Records and Elections Division, and at her invitation toured the facilities of her office, which include Voter Registration Section, Document Recording Session, Election Division, Signature Verification Area, and the King County Archives and Records Center.

It was a very informative and interesting tour and a number of related topics were discussed. One of the main points of the meeting was a request to cities and towns within King County to share with the County, the State, Port Districts, and School Districts in the costs of producing a Voters' Pamphlet.

A pamphlet of this nature would be published for the first time for the upcoming general election in November of this year and would include:

- 1) The name of the jurisdiction sponsoring the pamphlet;
- 2) Candidates, including a photograph and statement from each;
- 3) Arguments for and against each measure of the local jurisdiction;
- 4) Sample ballot; and
- 5) Information about how persons may register to vote and obtain an absentee ballot.

The cost of producing the Voter's Pamphlet would be divided into four books representing the geographical areas of King County. Costs to an individual city or town would be a pro rata share of the total based upon the number of registered voters of each municipality, as well as the number of entities participating.

The State and County would assume the responsibility for the production of the pamphlet and the shared costs would include printing, postage, and handling. A greater number of participants would reduce the costs.

An ordinance to accomplish this has, at the time this newsletter goes to press, been considered by the King County Council. If passed, cities and towns will be requested to participate and notify the County 90 days prior to the general election.

A Voters' Pamphlet produced by the State, County, and local jurisdictions would be a cooperative effort to better inform our citizens and promote more intelligent decisions on issues and candidates.

Marie O'Connell, CMC
WMCA Secretary

EDUCATION NEWS

Preceding every WMCA Annual Conference is a WMCA-sponsored Academy for Advanced Education. These two-day professional development opportunities qualify those attending to receive points to entering IIMC's Academy for Advanced Education. Those clerks who are already certified, as well as those aspiring towards certification are welcome to attend.

1987's Academy offered one day of consultation on professional image, and a second day on how to achieve and maintain the "sky's the limit attitude". The following 21 people attended our Tacoma Academy: Linda Alvar, Donna Jean Buxton, Mae Fedric, Gayla Gjertsen, David Grove, Kathleen Holscher, Sandra Marion, Sue Miller, Rosemary Morrison, Marie O'Connell, Pam Olsen, Jacqueline Parrett, Janice Perry, Karen Roberts, Linda Ruehle, Roland Signett, Donna Sommerfeld, Debra Symmonds, Jacquelyn Wieland, Regina Williams, and Robin Wohlhueter.

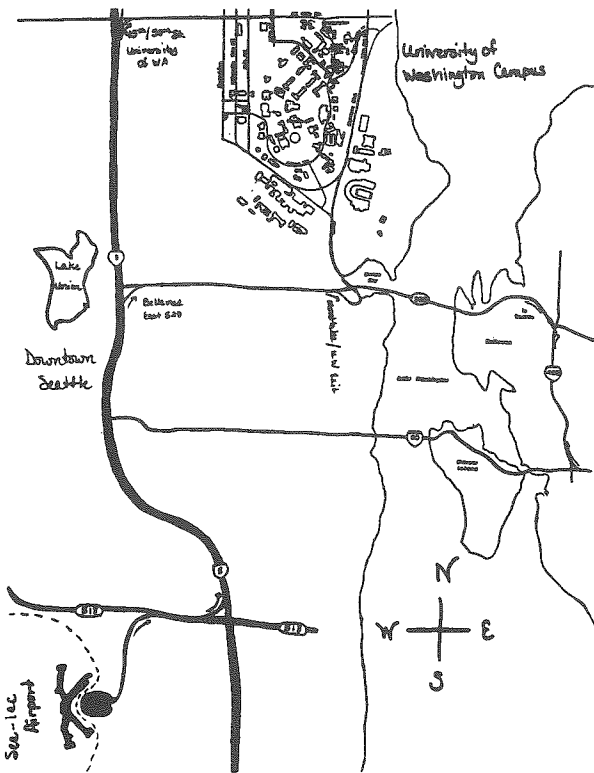
In other education news, our summer certification seminars (otherwise known as Professional Development I, II, and III) are just around the corner. WMCA has awarded 17 scholarships, and thanks the Eastern Washington Finance Officers Association for again donating funds for an additional scholarship award.

Professional Development I begins July 20, followed by PD II on August 3, and PD III on August 10.

This year registration for all sessions will be held on the Sunday afternoon prior to the beginning of each session from 3 to 5 p.m. at UW's McMahon Hall. All registrants will receive that information and more

in their registration packet prior to their session. The University of Washington is pleased to welcome registrants with an opening reception on the McMahon South Patio from 5 to 7 p.m. on Sunday evening. Wine, cheese, fruit, and other hors d'oeuvres will be served.

For those of you attending this year, a small map is shown here to orient you soon-to-be travelers. A full size map and explicit driving directions will be included in your registration materials.



Our education institute Director, Ernie Miller writes:

You may have noticed that the dates for this summer's Professional Development seminars were moved forward on the calendar compared to previous years. This was done because most of the feedback from Washington and Oregon Clerks and Recorders asked me to avoid end-of-the-month dates. June was out because dorm space does not become available until after mid-June. PD II and III

have been put back for those of you who are in a hurry to complete them in one summer. But obviously only a few of you can spare to be away from your offices two weeks in a row. (For some reason, this seems easier for British Columbia Clerks to manage...I'll let you make your own deductions about why they can be away from their shops this long?!)

Those of you who were in PD I last year will, I'm sure, remember friendly Jean Schuhl, Clerk of Prince George's County, who came all of 3,000 miles or so from Upper Marlboro, Maryland to attend our seminar. She was hoping to make both PD II and III this summer, but it turns out she can't spare two weeks in August. So she will attend the Pennsylvania workshop (our II equivalent) in June, and then come to Seattle for III. She kindly wrote, "I want very much to come back because I am absolutely convinced that the University of Washington is the best!"

WELCOME NEW MEMBERS

Lynn Carpenter, Finance Director for the City of Bellingham has recently joined WMCA. Lynn shares the fact that she has a high school education, with a wealth of education experience gained through seminars to go along with it. She was in banking for 15 years prior to being elected to her current position of Finance Director. Hobbies she enjoys in her "spare" time include reading and golfing.

Lynn has seen tremendous improvements in the record keeping system in the last two years. The filing system is up to date and her staff is on top

of procedures for handling the various records with which they deal. Lynn says that improvements in the record keeping can be attributed to the organization of duties and prioritizing of tasks. The City Clerk side of her job had been considered a filing job when in reality the position was responsible for all of the records for the City of Bellingham. Once she realized the importance of the job, it helped her define what the responsibilities were. She then began delegating certain duties, such as contract administration, back to the originating department. Her idea is to get back to the basics and do a good job in her area of responsibility.

Lynn comments that when you live in one city all of your life, you assume that every city does things the same way. She felt the recent conference in Tacoma was worthwhile and helped her to meet other Clerks and discuss issues with them. She is looking forward to sending her Deputy to our next annual conference.

Vera Franz, Port Townsend's Deputy Treasurer, is a high school graduate who has also attended business school. She began working at Port Townsend in 1975 as a Billing Clerk. Vera was very interested in the activities of the Tacoma conference, and looks forward to attending again. She will be attending a Northwest Certification Seminar at the University of Washington this summer. Vera says her main hobbies are family life and camping.

Carol LaGra, City Clerk at Morton, is a high school graduate with additional schooling at Seattle's Griffin/Murphy College. She worked in the insurance industry for 11 years before coming to city hall. After retiring from her insurance position, she began helping out at

the City, and four years later she's still there! She tells us she's always been interested in working for local government.

Better communication between citizens of the Town and Town officials is Morton's goal. To that end, City Hall has opened its doors to people of the community: the Veteran's Administration, summer Youth Corps, tourism industry, and alcohol rehabilitation programs. Logging is Morton's primary industry, with many new businesses coming into Town.

Carol says her grandchildren are her number one hobby. Coming in second are fishing and vacationing.



Dear WMCA Members! WOW!! Just as we all knew it would be, our SPOKANE WILL BE GREAT IN '88 reception at Ft. Worth was a SMASHING, BASHING, GALA SUCCESS!!!

Hartly Kruger, General Manager of the Spokane Convention and Visitor's Bureau flew down (on and airplane, of course!) personally, to take care of all arrangements with the Ft. Worth hotel, he planned the entire reception, and it was simply great! I'm sorry you couldn't ALL have been with us, because it was a marvelous party. With MUCH good will filling the room (as well as the delicious Washington "spirits")!

Thanks to Reggie Williams, we raffled off Washington artist Jeff Martin's painting, and it not only added to the fun and excitement, but we ALSO netted \$186.00.

Many, many thanks to ALL the Washington and OREGON and IDAHO delegates who helped us enthusiastically "sell" Spokane and Washington to the IIMC Delegates for 1988, and who assisted at the Spokane Exhibit Booth.

Very special thanks to WMCA President Jim Neher who continues to be a loyal and enthusiastic supporter of the 1988 IIMC Conference in Spokane, and of the City of Spokane's Clerk (me).

And very special thanks also to Gene Ozust, City Treasurer of the City of Cheney, who acts as the Spokane Conference's Finance Chairman, and who, on his very first trip to attend an IIMC Conference, was invaluable help to me at Ft. Worth. Not to forget his wife, Debbie, who was a wonderful assist at the Spokane Exhibit!

Now, ALL we have to do is "top" our Ft. Worth Reception next year in Spokane in '88. And we can DO it!

Next on the agenda is a visit to Spokane by the IIMC Executive Director, John Hunnewell, and incoming IIMC President, Jack Poots on July 9, 10, and 11. The meeting of our two committees (Core Committee and WMCA Coordinating Committee) scheduled for June 26 may be deferred until July 10, but I will give timely notice on that later this month, after the WMCA Board is able to discuss it at their meeting on Friday, June 19th.

All for now...our planning REALLY begins in earnest. Together, we'll make our WASHINGTON STATE LOOK GREAT IN '88!

Marilyn J. Montgomery, CMC
Spokane Host Clerk



NEWS AROUND THE STATE

Leslie Smith, Richland's City Clerk writes about the success of her city's recent Student Government Day. The second annual event was held May 21, 1987. Students from Richland and Hanford High Schools took the place of department heads for the day and were faced with pre-arranged "real-life" scenarios through the combined efforts of the Richland School District, the business community, and city staff.

During the course of the day, agenda items were developed which were presented and discussed at the student council meeting held that evening.

It was an educational and rewarding experience for everyone involved. Leslie was especially pleased to have a student who proved intelligent, enthusiastic, and interested in government.

There are "big changes in Marysville" writes Nacelle Heuslein, Assistant Finance Director. Marysville seems to be in a continual growing process and with this growth several new and exciting things are happening.

Effective July 1, 1987, the City is instituting an annual business license. The cost of this license will be \$20.00. Previously, the City only had a "business occupancy permit".

These were issued to businesses that actually operated a business within a building in the City. A business occupancy permit was \$5.00 and a lifetime permit.

The business occupancy permit did not allow the City any control over businesses operating in Marysville. In fact, they didn't know who was and who wasn't operating business in the City. The annual business license should solve this problem.

It was quite a task compiling a list of businesses that were operating within the City. The first source was the State's sales tax listing. They then went to the telephone book and any other source they could think of. Imagine their surprise when they came up with 1398 businesses.

Licenses will be computerized. They are using an IBM "clone" machine with "SMART" software. Marysville's staff worked very closely with a computer consultant to develop a program that fits their specific needs.

If you have questions about the computer program or the procedure used to establish and implement the annual business license, give Nacelle a call at (206) 659-8477.

In more news, Marysville is on TV! When the City negotiated its cable television franchise with TCI Cablevision, they received an access channel. The City established a committee to oversee the operation of their channel 18. Since its establishment, the committee has written rules for the channel.

Channel 18 has been in operation in Marysville since April, and there has been wonderful response from the community.

INSPIRATIONS

All I Ever Really Needed to Know, I Learned in Kindergarten

Most of what I really need to know about how to live, and what to do, and how to be, I learned in kindergarten. Wisdom was not at the top of the graduate school mountain, but there in the sandbox at school.

These are the things I learned: Share everything. Play fair. Don't hit people. Put things back where you found them. Clean up your own mess. Don't take things that aren't yours. Say you're sorry when you hurt somebody. Wash your hands before you eat. Flush. Warm cookies and cold milk are good for you. Live a balanced life. Learn some and think some and draw and paint and sing and dance and play and work every day some. Take a nap every afternoon. When you go out into the world, watch for traffic, hold hands and stick together. Be aware of wonder. Remember the little seed in the plastic cup...the roots go down and the plant goes up and nobody really knows how or why, but we all are like that. Goldfish and hamsters and white mice and even the little seed in the plastic cup--they all die. So do we. And then remember the book about Dick and Jane and the first word you learned, the biggest word of all: look.

Everything you need to know is in there somewhere. The Golden Rule and love and basic sanitation. Ecology and politics and sane living.

Think of what a better world it would be if we all--the whole world--had cookies and milk about 3 o'clock every afternoon and then lay down with our blankets for a nap. Or if we had a basic policy in our nation and other nations to always put things back where we found them and clean up our own

messes. And it is still true, no matter how old you are, when you go out into the world, it is best to hold hands and stick together.

(Editor's note: "All I Ever Really Needed to Know" was written by Seattle Lakeside School teacher, Robert Fulgum.)

REGIONAL MEETINGS

Throughout the State, there are groups of clerks meeting regularly to supplement the affiliation we all enjoy at our annual WMCA Conference. There are active regional associations in at least King, Pierce, and Snohomish Counties. Are there more out there?

At a recent WMCA Board meeting, it was suggested that this newsletter might be a way to share information about what kind of programs and activities are taking place at the regional level. So, here is a first! Nacelle Heuslein, of

Marysville shares the following list of programs that have taken place and will take place during 1987 for the Snohomish County Clerks and Finance Officers Association. By the way, that group has been in existence for 8 years and meets regularly the fourth Thursday of every month at *The Village* restaurant in Marysville. Those of you in neighboring areas may want to journey to Marysville to attend.

During the first half of 1987, programs have included: annual financial reporting, personnel issues, personal development, investments, preparing a budget, and "cafeteria" pool benefits. The balance of 1987 looks like: parliamentary procedure, guest speaker Mike Shadow (some of you may remember he was a keynote speaker at our WMCA Conference in Bellevue several years back), interviewing, governmental accounting, guest speaker Jennifer James on communications, and deferred compensation.

WMCA Newsletter
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